

[Insert School/Organization Letterhead]
Special Milk Program Parent Letter

Dear Parent/Guardian:

_____ **[Name of School/Organization]** makes milk available every school day. Students may buy a half pint of milk for **[\$]** cents. Free milk is also available.

1. **Do I need to fill out an application for each child?** No. Complete the Iowa Eligibility Application for your household with all children (including foster children) listed. We cannot approve an application that is not complete, so be sure to fill out all required information. **Return the completed application to: [name, address, phone number].**
2. **Can foster children get free meals?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free milk regardless of income.
3. **Who can get free milk?** Children in households getting Food Assistance, FIP and foster children can get free milk regardless of household income. If your school/organization participates in the Special Milk Program your child may be eligible for free milk. Schools/organizations that participate in the School Breakfast Program or National School Lunch Program are not eligible to participate in the Special Milk Program.
4. **Who can get free milk?** If your school participates in the Special Milk Program for half day kindergarteners or any preschool program, your child may be eligible for free milk. Children who buy extra milk with a meal or if they have a morning/afternoon milk break are not eligible to receive free milk.
5. **Can homeless, runaway and migrant children get free milk?** Yes, only if your school/organization does not participate in the School Breakfast Program or National School Lunch Program. Please call **[school, homeless liaison, or migrant coordinator]** to see if your child(ren) qualifies, if you have not been informed that they will get free milk.
6. **I currently receive Food Assistance or Family Investment Program (FIP) benefits; do I need to fill out an application?** Perhaps. School enrollment records have been compared to records from the Department of Human Services to identify children who are members of households receiving Food Assistance or FIP benefits. If your child(ren) are identified during this process they will be directly certified as eligible to receive free milk benefits and you will be notified of their eligibility by the school. Parents need to do nothing more for their children to receive free milk benefits. Some eligible children may not be identified in this process. Households with children who were not identified should receive a letter of direct certification from DHS. Children on these letters will receive free milk benefits only if parents provide the letter to the school. Instructions to parents are included on the letter. If you receive notice that only SOME of your children are eligible because of direct certification, contact the school. You may need to complete an application for the children who were not identified.
7. **What if my income is not always the same?** List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but do not include overtime if you get it only sometimes.
8. **Will the information I give be checked?** Yes, we may ask you to send written proof. You are not required to provide proof with your application.
9. **If I don't qualify now, may I apply later?** Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food Assistance, FIP, or other benefits. If you lose your job, your children may be able to get free milk.
10. **What if I disagree with the school's decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing to: **[name, address, phone number].**
11. **May I apply if someone in my household is not a U.S. citizen?** Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free milk.
12. **Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends), who share income and expenses. You must include yourself and all children who live with you.
13. **I get WIC. Can my child(ren) get free milk?** Children in households participating in WIC may be eligible for free milk. Please fill out an application.
14. **We are in the military; do we include our housing allowance as income?** If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income. There are currently no active Military Housing Projects in Iowa. For a listing of the Military Housing Projects by state visit the following web site: <http://www.acq.osd.mil/housing/mhpi.htm>.
15. **What other benefits might I be eligible for?** Your child may be eligible for other benefits including **hawk-i** (children's health insurance) or for a waiver of school fees. Read the information on the back of the Iowa Eligibility Application for **hawk-i** information. A school fee waiver form is available from your school.

- 16. Can children with disabilities get food substitutions?** If a child has a disability, as determined by a licensed physician, and the disability prevents the child from drinking milk, the school will make substitutions prescribed by the licensed physician. If a substitution is needed, there will be no extra charge for the beverage. Please note, however, that the school is not required to make a substitution for a food allergy, unless it meets the definition of disability. Please call the school for further information.
- 17. Households:** Your children may qualify for free milk if your household income falls within the limits on this chart.

If you have other questions or need help, call [phone number].

Household Size	Federal Income Chart - Effective July 1, 2011				
	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	14,157	1,180	590	545	273
2	19,123	1,594	797	736	368
3	24,089	2,008	1,004	927	464
4	29,055	2,422	1,211	1,118	559
5	34,021	2,836	1,418	1,309	655
6	38,987	3,249	1,625	1,500	750
7	43,953	3,663	1,832	1,691	846
8	48,919	4,077	2,039	1,882	941
For each additional person:	4,966	414	207	191	96

Privacy Act Statement: This explains how we will use the information you give us.

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410* or call toll free (866) 632-9992 (Voice). *Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).* USDA is an equal opportunity provider and employer."

Iowa Non-Discrimination Notice: "It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index.html>."